

**VILLAGE OF COTTAGE GROVE  
VILLAGE BOARD OF TRUSTEES**

**Monday, August 17, 2020**

**MINUTES**

**1. Call to order**

Village President John Williams called the Village Board of Trustees to order at 6:30 pm. this was a Zoom meeting.

**2. Determination of quorum and that the agenda was properly posted.**

It was determined that there was a quorum of members present and that the agenda was properly posted. Village Board members present were: John Williams, Troy Allen, Jeff Lennberg, Heidi Murphy, Melissa Ratcliff, Sarah Valencia. Paul VanderVelde was absent and excused. Staff present were Village Administrator Matt Giese, Village Clerk Lisa Kalata, Village Planner Erin Ruth, Public Works Director JJ Larson, Village Treasurer Deb Winter, Parks, Recreation and Forestry Director Sean Brusegar, Village Engineer Kevin Lord, Police Chief Dan Layber, Lieutenant Matt Wagner, Deer-Grove EMS Chief Eric Lang, and Village Attorney Larry Konopacki.

**3. Pledge of Allegiance.**

**4. PUBLIC APPEARANCES – *Public's opportunity to speak.***

None

**5. Discuss and Consider the Minutes of The Regular Village Board Meeting on July 20, 2020.**

**Motion** by Allen to approve the minutes, seconded by Valencia. **Motion** carried with a voice vote of 6-0-0.

**6. Unfinished Business**

**a. Discuss Village Board's list of priorities.**

Giese explained the next priorities in the staff memo which included "Fiscal Responsibility #5 and Housing as #6".

**7. New Business**

**a. Discuss and consider Sound Amplification permit BB Jacks.**

Valencia would like a starting date and ending date on the permit, Murphy would like it to be for 2020 and if they would like it for 2021, they would need to come back and reapply. Williams would also like the time of music to be from 6 pm to 9 pm, not 6 am to 9 pm as written on the permit. **Motion** by Williams to approve the sound amplification permit for BB Jacks with the conditions of the permit ending date as 12/31/2020 and the time of operation for music to be from 6 pm to 9 pm, seconded by Allen. **Motion** carried with a voice vote of 6-0-0.

**b. Discuss and consider procedure for nominations to committee appointments.**

Ratcliff explained the application was approved, but the process was not formalized, and she would like to see a consistent process for all applicants to follow before they are appointed to a committee. **Motion** by Murphy to ask all nominees to complete the application form to be considered unless accommodations are needed and trustees to fill out after elected to office and have staff update the form when needed, seconded by Lennberg. **Motion** carried with a voice vote of 5-1-0 with Allen voting No.

**8. Reports from Village Boards, Commissions & Committees**

**8.I. Public Works & Properties Committee**

Williams reported they discussed the Clark Street and Grove Street reconstruction along with the bike path project. They discussed the upgrades to Buss Road and County BB project.

**8.II. Library Planning Committee**

Ratcliff reported they discussed the survey questions and continue to work on the video for the intro to the survey.

**8.III. Community Development Authority**

Lennberg reported they discussed the RFP for the marketing project, and they discussed the signs in Commerce park and voted to remove the two explained in the staff report.

**a. Discuss and consider recommendation from CDA to remove the original Commerce Park signage.**

**Motion** by Allen to remove the signs in Commerce Park, seconded by Ratcliff. **Motion** carried with a voice vote of 6-0-0.

**8.IV. Ad-Hoc Sustainability Committee**

Murphy reported they discussed the inventory of energy usage in the Village, they are working on a resolution to the board on goals and targets, they discussed the rain barrel project and are working on doing an annual report the next meeting is September 15<sup>th</sup>.

#### **8.V. Plan Commission**

Williams reported they discussed the amendment to the comprehensive plan and approved the amendment. They also discussed and approved the site plan for 1855 Saloon. They also heard a concept plan from Kevin Metcalf for a condo development by CVS. They also shared the Village Board priorities.

##### **a. Discuss and Consider Ordinance 09-2020 RE: Proposed Amendment of The Village of Cottage Grove Comprehensive Plan Regarding Parcels #0711-043-0006-0, #0711-043-0017-3, and #0711-043-0028-0.**

**Motion** by Ratcliff to approve Ordinance 09-2020 to amend the comprehensive plan regarding parcels #0711-043-0006-0, 0711-043-0017-3 and 0711-043-0028-0, seconded by Allen. **Motion** carried with a voice vote of 6-0-0.

##### **b. Discuss and Consider Site Plan Amendment for 1855 Saloon At 218 S. Main Street.**

**Motion** by Allen to approve the site plan amendment for 1855 Saloon at 218 S. Main Street with conditions in Staff report, seconded by Valencia. **Motion** carried with a voice vote of 6-0-0.

#### **9. Reports from Village Officers**

##### **a. Stafford Rosenbaum**

###### **i. Legal briefings/status updates**

No report

##### **b. COVID-19 update**

Giese staff is staying health and following guidelines.

Kalata reported the election went smoothly and are planning for the November election and have already received the plexiglass partitions for the badger books.

Chief Layber reported that things are operating normal for the department.

Lieutenant Wagner reported they have reported \$14,770.35 in COVID related expenses.

Brusegar reported that everyone is healthy.

#### **10. Communications and Miscellaneous Business**

##### **a. Consider approval of vouchers.**

**Motion** by Lennberg to approve the Village portion of the vouchers in the amount of \$374,970.41 seconded by Murphy. The check sequence goes from check #47447 to check #47501. **Motion** carried with a voice vote of 6-0-0.

##### **b. Correspondence**

The board received emails on garbage and recycling, the housing task force

##### **c. Upcoming Community Events.**

Parks and Recreation will be having the Westlawn park planning open meeting on 8/20/20.

##### **d. Future agenda items-** Presentation on Development from Giese and Ruth, Consultant annual reviews.

#### **11. Adjournment**

**Motion** by Allen to adjourn at 7:35 p.m., seconded by Ratcliff. **Motion** carried with a voice vote of 6-0-0.

**Lisa Kalata, Clerk**

**Village of Cottage Grove**

**Approved: September 8, 2020**

**These minutes represent the general subject matter discussed in this meeting but do not reflect a verbatim documentation of the subjects and conversations that took place.**